

STATE OF VERMONT Agency of Administration		
POLICY STC State Technology Collaborative	ORIGINAL POLICY ADOPTED BY STC DATE: 4/16/07	ORIGINAL POLICY NUMBER
	EFFECTIVE DATE 6/1/07	ASSOCIATED DOCUMENTS Password Policy/Standard Data Protection Policy/Standard

**STATUTORY REFERENCE
OR OTHER AUTHORITY:**

APPROVAL DATE:

APPROVED BY: Secretary of Administration

POLICY TITLE: Data Encryption for Laptop and Tablet Computers

PURPOSE: To provide the guidelines and information regarding the encryption of Confidential Data for Laptop and Tablet Computers. Data encryption is a technique used to protect the confidentiality of stored and transmitted information. This policy and the accompanying standard provide the minimum requirements for the selection, application and management of encryption technologies. Encryption is intended to protect data from malicious intent, unauthorized access, modification or theft.

SCOPE: The policy applies to all Confidential Data. Confidential Data includes but is not limited to social security numbers, personal financial information, debit/credit card numbers, personally identifiable health information, and any other data that is identified by law, regulation, policy, or practice as confidential. Agencies and Departments are required

to identify any additional Confidential Data specific to their business practices that warrants the protection of encryption. This policy applies to all State employees who, as part of their jobs, are responsible for the maintenance, operation and/or transportation of laptops or tablet computers containing confidential electronic data belonging to the State of Vermont.

For the purpose of this policy “non-State owned devices” are defined as devices not directly owned by the State but used in the conduct of State business to fulfill services specified in contractual or other binding relationships with the State.

POLICY STATEMENT:

It is the policy of the State of Vermont that all laptop and tablet computers containing Confidential Data must be protected with appropriate encryption technologies.

This also applies to Confidential Data contained on or copied to devices not owned by the State of Vermont. It is the responsibility of all State employees to uphold this policy. That includes the responsibility for those who manage relationships with non-state employees or entities with access to the state’s Confidential Data. To that end, when entering agreements with contractors, grantees or grantors, who may have access to confidential state data or state-owned devices, state employees must ensure that agreements include appropriate language and/or disclosure agreements that impose an obligation consistent with this policy and/or as may be required by law.

COMPLIANCE:

Encryption technologies will be deployed consistent with the standards outlined in the State of Vermont Data Encryption Standard. Violations of this policy may subject the responsible employees to corrective action and/or discipline under the collective bargaining agreements between the Vermont State Employees' Association, Inc. and the State of Vermont, as applicable, or under other applicable policies or standards as may apply to employees not included in a collective bargaining unit.

ISSUING ENTITY:

Office of the Secretary, Agency of Administration

APPROVED:

Secretary of Administration	Date
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